

Per
DOP

3 December 1956

MEMORANDUM FOR: Chief, RI

SUBJECT: FO Monthly Report for November 1956

1. Cards forwarded to Main Index as result of Projects: 11,506*

2. Total Projects 280

Opened this month 2
Opened prior months 55
Total Open Projects.....57

Closed this month 2
Closed prior months 221
Total Closed Projects.....223

3. Records Management

a. Records Retired to RI/AR

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
SEA	4	.4	
DDP	1	2.0	
FI	2	3.0	
FP	1	3.2	
TSS	1	.8	
IO	4	3.6	
EE	27	76.6**	
FE	28	267.9***	
MEA	3	1.7	
SE	3	3.4	
SR	8	8.1****	
WE	12	6.7	
WH	3	2.2*****	
RI	3	5.6	
Total	158	387.2	

** Field Files 1.5, ZIPPER Project 68.0
*** Field Files 2.1, Jap FHS 239.0
**** Field Files .1
***** Field Files 2.0

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070055-1

b. Records Retired to RI/PI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
IO	1	.8	
EE	45	5.2	
FE	15	8.7	
NEA	71	7.2	
SE	4	.5	
SR	13	1.8	
WE	26	3.5	
WH	10	1.1	
Total	185	28.8	28.8

c. Records Retired to CIA Library

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
FE	1	.3	
Total	1	.3	.3

d. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
FE	2	2.5	
NEA	2	1.1	
RI	3	24.2	
Total	7	27.8	27.8
Total Records Retired and Destroyed			<u>444.1</u>

e. Vital Documents

Packages IN.....189
 Packages OUT.....34

 Microfilm Reels IN.....131
 Microfilm Reels OUT.....4

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer legal size safe.....2
 4 drawer legal size safe.....10
 10 drawer file cabinet for IBM cards.....38
 2 door storage cabinet.....2

b. Forms Approved.....7

5. RI/PO Typist, typed 526 cards in 6 hours.

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6. Mr. [REDACTED] began attending the Records Mechanization Course on the 26th of November.

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7. Mr. [REDACTED] transferred to the RI Security Office.

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8. Mr. [REDACTED] was assigned to RI Projects Office.

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[REDACTED]
RI/PO